

business administration

commerce

economics

finance

c a r e e r s

for university graduates

with the government of canada

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INTRODUCTION

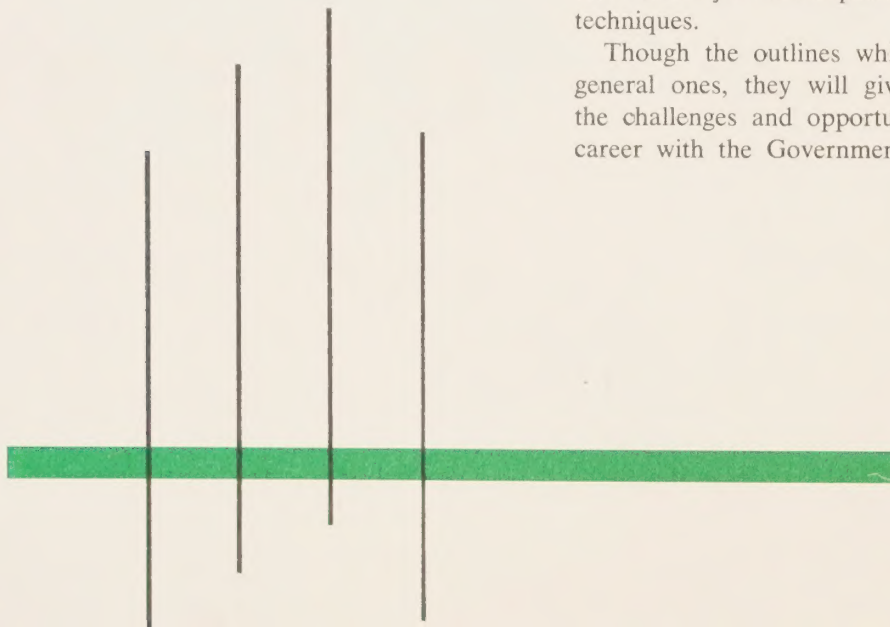
The Government of Canada needs intelligent university graduates in Business Administration, Commerce, Economics and Finance to work on the problems associated with our commercial, economic, and financial development.

For graduates in these areas who join the service there are several tangible advantages. They use the skills they learned at university, in a well-planned and well-organized environment. The work they do offers a great challenge to their ability and encompasses a

surprising variety of interests and activities seldom found elsewhere in Canada. And this work calls for as many skills and interests as can be found on any university campus, in business, or in industry. Finally, if later in their career these graduates decide to work in another area of government service their experience will be most useful.

Except for those who wish to become Dominion Customs Appraisers, all these graduates must have at least two full courses in accounting. Normally each department encourages all its new officers to continue their studies, especially those leading to registered membership in a professional accounting association, and the fees for such courses are underwritten in whole or in part by the department. All graduates are placed in areas which have a professional atmosphere, areas in which their colleagues are also graduates. All graduates who enter the federal service are given training courses by qualified instructors. These courses consist of lectures, reading, seminars and on-the-job development of particular skills and techniques.

Though the outlines which follow are of necessity general ones, they will give you some indication of the challenges and opportunities that await you in a career with the Government of Canada.



TAXATION OFFICER

If you are interested in a career presenting a continuous variety of challenging problems, the Taxation Division of the Department of National Revenue may be the place for you. The 30 district offices of the department deal with revenues of more than \$4 billion each year. Many of these offices have openings for university graduates who have at least two full year accounting courses and an interest in a professional auditing career.

Generally, income tax returns selected for an audit include the taxpayer's file with returns for previous years. The assessor examines the latest return, the attached financial statements, and he selects the items on which he needs more information, either from the taxpayer or from the taxpayer's books and records.

The Taxation Officer's work is interesting from a number of standpoints. He must understand the inner workings of a business as completely as possible in a very short time by meeting company officers, proprietors, partners, accountants, or lawyers to discuss accounting and income tax problems. He must learn to analyze a variety of financial statements, to audit varied and complex records, and to adapt his knowledge to each new situation. Opportunities to use initiative, intuition, and imagination occur every day.

Besides carrying out his daily work, he keeps up with the latest developments in tax legislation, becomes a professional accountant, and increases his capability to step into positions of more important administrative responsibility.

Training

The new Taxation Officer takes several specially designed training courses to acquaint him with his work and qualify him for advancement. These include a course on the organization and operation of a district office, and comprehensive lectures on the Income Tax Act and its interpretation. The new officer also receives a great deal of assistance from senior officers while he is trained on the job.

A new Taxation Officer can enrol in a course leading to membership in a recognized professional accounting association to improve his qualifications and his capability of taking on more responsibility, such as highly complex audits. Normally a graduate can obtain a professional accounting degree in three years. By the time this period has elapsed he will have completed his other training. The department underwrites one-half the cost of courses and examinations in accounting that the graduate completes successfully. Later in his career, when he is a business field assessor, he will take a course about this area of auditing.

Although there are excellent career opportunities in any phase of taxation work, graduates with a capability to develop as professionals will normally find the best opportunities for advancement in senior assessing, business assessing, and review and appeals.

AUDIT ASSISTANT

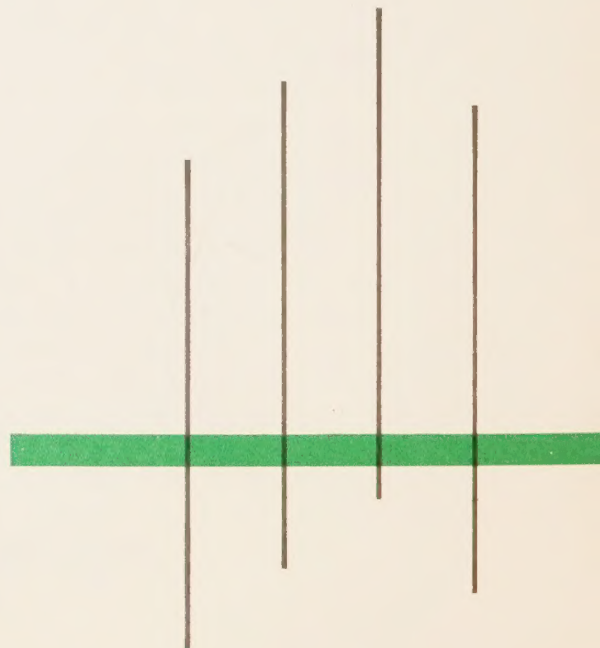
Auditor General's Office

Audit assistants with the Auditor General's Office have access to all files, documents, and other records relating to the accounts of departments, and can get from public servants any necessary information, reports, or explanations. Therefore, they must be highly qualified professionals.

The Auditor General's Office is organized on a sectional basis, each section dealing with a number of departments, agencies, and corporations. The audit of departmental financial transactions is primarily an audit of expenditures normally carried out by test checks. The extent of this examination is determined by the nature of the transactions and the state of the accounts under review. The audits of the Crown corporations are similar to those performed on private companies by professional public accountants.

Graduates in Commerce, Business Administration, Finance, or Economics who are appointed as Audit Assistants must have completed at least two full courses in accounting, though preferably more. They are also expected to write clear and concise reports and be able to discuss problems intelligently and communicate effectively. An audit assistant must have an active questioning mind, logical yet intuitive. He is expected to continue his studies leading to registered membership in a professional accounting association.

The Auditor General's Office will assist with the fees and expenses of the course. These courses are important because the work is quite similar to that in an accounting firm; one cannot communicate effectively with his professional colleagues if he is not well-acquainted with his special field. Without further qualifications, the graduate would be incapable of taking on more complex tasks and his promotional opportunities would be severely limited. Because auditors must also deal with higher levels of management it is only natural to expect these higher qualifications. Although the Audit Assistant can look forward to reasonable advancement in the first year or two after joining the department, he must have a professional accounting designation before he becomes a full fledged auditor.



TREASURY AUDITORS

The advances in federal government administration and the increasing number of activities in the federal service are opening up opportunities every day for alert men and women, as Treasury Auditors. Audit specialists in the Audit Services Branch of the Office of the Comptroller of the Treasury ensure that sufficient funds are available to the departments to fulfil any contracts they make, ensure that the government gets full value for the money it spends under its contracts. Treasury Auditors are responsible for examining the accounts and records of business enterprises under contract with the Government of Canada and of federal, provincial and municipal agencies and industries that receive financial assistance from the government by subsidies, subventions, conditional grants, and cost sharing programs.

Treasury Auditors perform advisory functions as a direct result of these examinations. They learn to

assess with a high degree of judgment the accuracy and validity of allowable costs; to examine contractor's accounts and contract price proposals for negotiation purposes; to audit the administration of trust funds or the disbursement of public funds. As their technical skill and judgment develop, they assist departments in the installation and revision of accounting or cost accounting systems; and to provide expert opinions on complex accounting aspects of lawsuits, legislation and proposed major transactions.

A Treasury Auditor must be well-acquainted with the principles of audit, and, as an accounting specialist, must have a general accounting background. He must have a good basic education, a lively intelligence, a facility for learning and be able to work with other people. His academic training should include two or more full-year accounting courses. The Treasury Auditor is trained on the job, working under the guidance and supervision of a competent, experienced senior auditor. As he masters the techniques of highly specialized audits he gradually assumes full responsibility for his own assignments.

The Comptroller of the Treasury encourages graduates to qualify for membership in a professional accounting association through enrollment in an evening study course and the department will pay the full cost of these courses.

DOMINION CUSTOMS APPRAISERS

A job as a Dominion Customs Appraiser calls for imagination and initiative to deal with customs problems involving the manufacturing and marketing of goods in Canada and abroad.

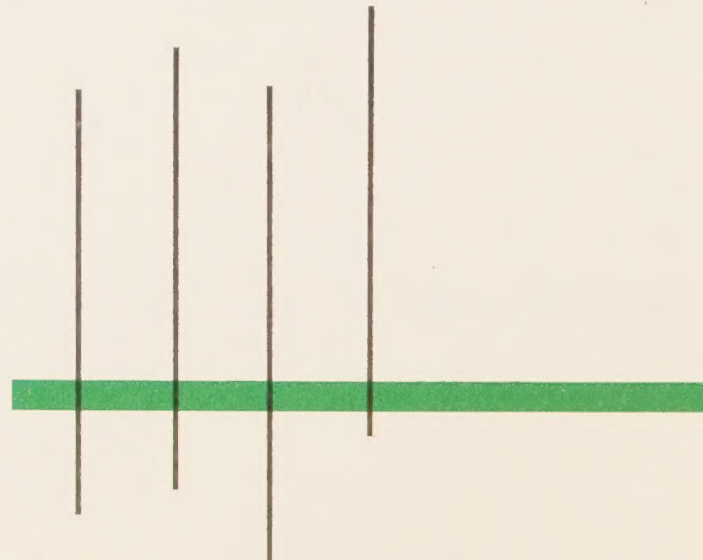
The Dominion Customs Appraiser in the Branch of the Customs and Excise Division of the Department of National Revenue deals with value, tariff classification, and made in Canada status of imports. The Appraiser who works in Ottawa must be able to place contentious cases within the context of the customs statutes. The appraiser must be expert in this to assure that his rulings, based on customs statutes, will be uniformly applied at all Canadian customs ports.

To accomplish this he must study and analyze the manufacturing and marketing policies of firms in many countries. In some cases, only one company may be involved, in others a review of an entire industry is necessary. Though some of this data is obtained by correspondence, the appraiser may make trips in Canada and the United States to obtain first-hand information on production procedures and costs, marketing practices, and other matters. He also studies decisions of the Tariff Board, the Exchequer Court and the Supreme Court of Canada and may prepare material for use in the presentation of cases under litigation. To determine the tariff classification and made-in-Canada status of imports, the appraiser studies product characteristics, product uses, and manufac-

turing and marketing activities. His ability to meet with high ranking company officials and discuss intricate and important customs problems is essential.

He must acquire a special knowledge of the production and marketing arrangements in particular industries, and be able to advise foreign companies which want to enter the Canadian market, as manufacturers or distributors. To assist importers and exporters in solving customs problems, he deals with lawyers, business executives, customs brokers and officials in other government departments.

Dominion Customs Appraisers in Ottawa work in twelve commodity sections dealing with imports which are classified by broad industry groupings such as chemicals, drugs, and plastics, textile products, metals, and metal products, production and servicing machinery, and electrical and scientific products. There are special investigation and information offices in London, Brussels, Tokyo and New York, and qualified officers interested in foreign postings may work in one of these for periods of two to three years.



YOUR FUTURE

Career Development — Your career with the Government of Canada will be an extremely rewarding one. It will be challenging and you will need to call on all your creativity and intelligence in this unusual and worthwhile work. There will be good training programs, excellent opportunities for advancement based on your merit, and recognition for your achievements.

Once you begin your career, your training will be mostly on the job, with the opportunity to observe and learn from senior officers.

Promotion — All promotions are made on the basis of merit. Many are made upon recommendation of the supervisor, but you will also be eligible to apply in the competitions frequently held within the service. The policy is to promote from within the service wherever possible and reasonable.

Your career can develop either within your own department or in other government departments — as you wish. You may enter competitions for a wide variety of positions and you are not restricted to the field in which you were originally appointed.

Salaries — Salaries in the government service are usually increased annually and adjusted periodically on the basis of a regular review national averages. Starting salaries depend on academic qualifications and work experience.

Benefits — The benefits are many and varied. Among these are 10 holidays a year plus three week's vacation with pay. You will earn 15 days of sick leave each year and if unused it will accumulate from year to year. There are also other types of leave including examination maternity, military, travel and special leave. You will have low cost term insurance and will be enrolled in one of the most comprehensive superannuation plans in Canada. The pension under this plan can be as much as 70 per cent of your average salary over a six year period of highest earnings. If you wish, you may enrol in an excellent group surgical-medical plan. In some cities, including Ottawa, there are civil service credit unions which you may join.

The Next Step

Unfortunately this brochure does not give you a complete insight into the satisfactions you can achieve through a career with the Government of Canada.

If you are interested, you can explore a little further, by speaking to those who can give you first hand information; the people who have made successful and satisfying careers in the civil service. This fall a representative from the government's central personnel agency, the Civil Service Commission, and several representatives from various departments will visit your campus for discussions and interviews. Announcements concerning this visit will be placed on your Placement Office bulletin boards. Your university Placement Officer can also tell you about these jobs and give you details on how and when to apply. You may also send any inquiry to the Staffing Branch, Civil Service Commission, Ottawa 4.

Other Information

This booklet is one of a series prepared for university students. The others are :

- PHYSICAL SCIENCES
- ENGINEERING
- BIOLOGICAL SCIENCES
- JUNIOR EXECUTIVE OFFICERS AND FOREIGN SERVICE OFFICERS
- MEDICAL SCIENCES, DIETETICS AND SOCIAL WORK
- LAW
- LIBRARY SCIENCE

Copies may be obtained from your University Placement Office or from any office of the Civil Service Commission.

Pamphlets describing current research activities in departments of the federal Government are also available in the following fields :

- Physical and Inorganic Chemistry Research
- Physics Research
- Chemistry Research in the Biological Sciences
- Entomological Research
- Bacteriology

Copies may be obtained from your university Placement Office or from any office of the Civil Service Commission.

The government service begins its search for prospective employees long before they graduate. Each summer it employs students to work in its departments. In most instances the students receive travel assistance. Those working in the field receive allowances besides salary.

For further information and application forms, contact your university Placement Office. Please note that applications must be submitted before the last day of January.

Summer Employment

